

# Late Registration Management Form

## Instructions

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This form may be used by academic departments and colleges to request consent requirements be added to classes as a way to closely control enrollment into classes once instruction begins.

The Department Scheduling Coordinator should complete the form and submit it to their College Scheduling Coordinator for signature approval. The College Scheduling Coordinator then submits the signed form to Academic Support.

Submit this form by **5:00pm Wednesday, January 18, 2012.**

### Filling out the form:

Provide all the requested information; processing may be delayed if information is missing.

Determine whether students will need permission to enroll from the department or the instructor. Mark only one box per class: *Department Consent* or *Instructor Consent*.

### Submitting the form

To submit your request, print the completed form, obtain the necessary approval, and submit to Academic Support in person, by mail or fax.

- Mail: Academic Support, BH-123
- Fax: x5-7003

Forms are processed the week before classes start on the day registration activity is suspended.